

Responsible Office: CFO Financial Management Division
Subject: Agency Financial Management Policy Formulation



Office of the Chief Financial Officer

Office Work Instruction

Agency Financial Management Policy Formulation

Approved by:
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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1/7/00	

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1. Purpose

The purpose of this procedure is to document the process steps to be followed in the formulation of Agencywide financial management policy.

2. Scope and Applicability

2.1 This OWI covers Agencywide financial management policy formulation performed in Code BF and issued in the Financial Management Manual (FMM).

2.2 All NASA Centers are required to comply with the FMM.

3. Definitions

3.1	<u>AO</u>	Action Officer
	<u>BF Mgmt</u>	Code BF Management. For the purpose of this OWI, Code BF Management includes the Branch Chiefs of both Code BFB & BFZ.
	<u>CFO</u>	Chief Financial Officer
	<u>Code B</u>	Office of the CFO
	<u>Code BF</u>	Financial Management Division
	<u>Code BFB</u>	Accounting, Reporting & Analysis Branch
	<u>Code BFZ</u>	Policy, Planning & Quality Assurance Branch
	<u>Director BF</u>	Director, Financial Management Division
	<u>FMM</u>	Financial Management Manual. The FMM communicates matters involving the financial management discipline under the purview of the Director, Financial Management Division, NASA Headquarters.
	<u>OIG</u>	Office of Inspector General
	<u>QCL</u>	Quality Control Liaison. The person responsible for the development and maintenance of the FMM.
	<u>TL</u>	Transmittal Letter
	<u>WA</u>	Webpage Administrator. A functional duty assigned within Code BF by the Director BF.

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4. References

NASA CFO website Resource Library

<http://ifmp.nasa.gov/codeb/library/library.htm>

- General Accounting Office (GAO) Comptroller General Decisions
- Code of Federal Regulations (CFR)
- Treasury Financial Manual (TFM)
- Office of Management and Budget (OMB) Circulars
- Office of Management and Budget (OMB) Federal Budget Publications
- Financenet Home Page
- Federal Accounting Standards Advisory Board (FASAB) Statements
- United States Code
- Executive Orders

NASA Other

<http://nodis.hq.nasa.gov/Nodis1.1/Welcome.htm>

- NASA Policy Guidance
- NASA Policy Directives
- NASA Handbooks

Financenet Financial Management Laws & Regulations

<http://www.financenet.gov/financenet/fed/legis/legislat.htm>

Joint Financial Management Improvement Program (JFMIP) Reports

<http://www.financenet.gov/financenet/fed/jfmip/reports.htm>

Federal Acquisition Regulation

<http://www.arinet.gov/far/>

NASA Federal Acquisition Regulation Supplement

<http://ec.msfc.nasa.gov/msfc/procref.html>

Federal Travel Regulations

<http://policyworks.gov/org/main/mt/homepage/mtt/mtthp.htm>

United States Office Of Personnel Management Payroll Regulations

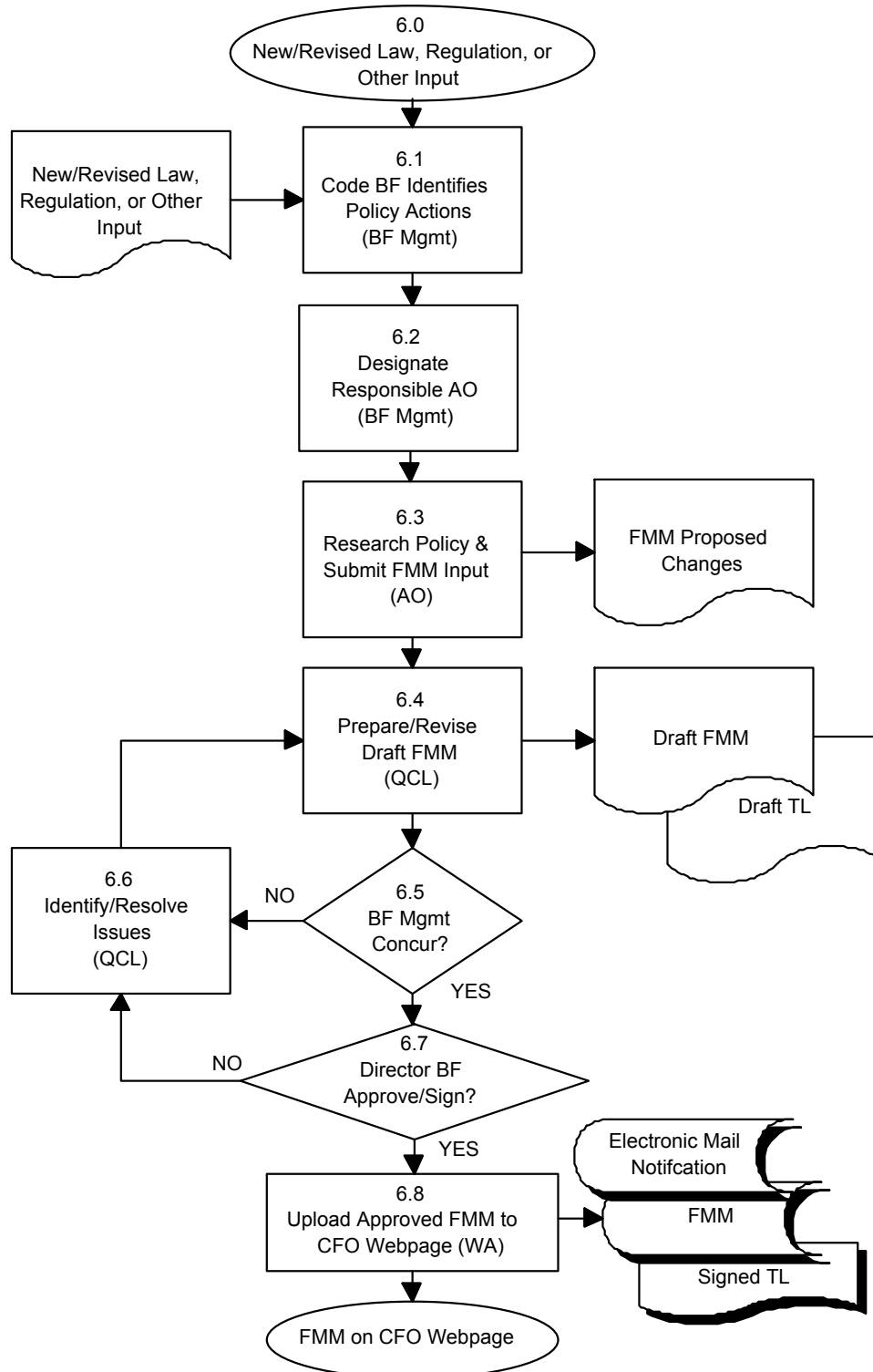
<http://www.opm.gov/index.htm>

Office of Management & Budget Bulletins & Circulars & the Federal Register

<http://www.whitehouse.gov/OMB>

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5. Flowchart



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6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.0		A new/revised law, regulation, or information concerning a change to financial management practices is identified.
6.1	BF Mgmt	Determine the need to revise the FMM. New or revised laws or regulations could result in the need for NASA to develop or change policy in the FMM. In addition, BF Mgmt could identify the need to change or clarify policy as a result of questions, issues, or comments from staff, Centers, independent auditors, OIG, or other sources.
6.2	BF Mgmt	Determine AO to write or revise language in the FMM. Define general policy requirement and provide it to AO.
6.3	AO	Responsible for identifying specific policy requirements and drafting policy language for inclusion in the FMM. The AO should ensure that the policy incorporates laws and regulations (see Reference documents in Section 4) and addresses issues. Issues are identified based on research, guidance from management, and the experience, education, and judgement of the AO. The AO will provide this policy language to the QCL.
6.4	QCL	The QCL takes the policy language received from the AO and prepares it in the form of a draft FMM and TL. In addition, the QCL reviews the policy for clarity and consistency. The QCL will work with the AO to ensure all issues are resolved and changes incorporated in the draft FMM. When changes are made to the draft FMM, the electronic version will be saved with the same file name to ensure that only the latest version is utilized. The QCL will ensure that comments or feedback from other Codes or the Centers have been obtained and incorporated as directed by BF Mgmt.
6.5	BF Mgmt	Review draft FMM and TL. Provide concurrence or non-concurrence. In the event of BF Mgmt nonconcurrence, issues will be identified and comments provided to the QCL; action proceeds to step 6.6. If BF Mgmt concurs but indicates that formal concurrence from other Codes or the Centers is necessary action proceeds to step 6.6. If BF Mgmt concurs and other necessary concurrences (as determined by BF Mgmt) have been obtained, action proceeds to step 6.7.

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- 6.6 QCL Analyze and resolve reviewer issues, incorporate changes, and obtain any required concurrences (as directed by BF Mgmt). Revise and resubmit via steps 6.4 and 6.5.
- 6.7 Director BF Review the proposed Final FMM and TL. If the Director BF does not approve, issues will be identified and comments provided to the QCL; action reverts to step 6.6. If the Director BF approves and signs the Final FMM and TL, action proceeds to step 6.8.
- 6.8 WA The WA is notified once the Final FMM and TL is signed by the Director BF. The WA obtains an electronic version of the FMM and from the QCL and uploads it to the CFO Web page. An electronic mail notification is also sent out. The TL is filed in Code BF files.

7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
FMM	BF	CFO Webpage	Electronic	Schedule 9 Item 3A	Permanent. Close set of directives or publications when superseded or obsolete. Transfer to NARA in 5 year blocks when 10 years old.
TL	BF	BF Files	Hardcopy	Schedule 9 Item 3A	Permanent. Close set of directives or publications when superseded or obsolete. Transfer to NARA in 5 year blocks when 10 years old.
Electronic Mail Notification	BF	BF Files	Hardcopy *	Schedule 9 Item 3A	Permanent. Close set of directives or publications when superseded or obsolete. Transfer to NARA in 5 year blocks when 10 years old.

* The electronic mail is an electronic media. However, a hardcopy of the electronic mail is printed out and stored in BF files since there is no central repository or storage mechanism for electronic mail.